WESTERN
WASHINGTON UNIVERSITY

REQUEST FOR ASSISTANCE (RFA) FORM
INTAKE INTERVIEW LOG

Date: 10/3/18	**Interviewer**: SGS	**RFA #18-74**

Name of Person(s) Requesting Assistance: ███████

Contact Numbers (telephone, e-mail, etc.): ████████████

Status of Person(s) Interviewed (title, position, student status, etc.): Student employee

Requested Assistance Pertaining To (name, position, policy, project, etc.):
█████████

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female x Administrator ☐ Faculty ☐ Staff ☐ Student x
Concern Regarding: Male x Female ☐ Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

☐ Age ☐ Color ☐ Creed ☐ Disability ☐ Veteran Status
☐ Marital Status ☐ National Origin ☐ Race ☐ Religion ☐ Retaliation
☐ Sex/Gender ☐ Sexual Harassment ☐ Sexual Orientation ☐ Employment ☐ Genetic Information
☐ Gender Identity or Expression

Time Line		
Date	**Item**	**Comments**
10/3/18	███████ t/c with SGS	
10/3/18	SGS meets with ███████	
10/4/18	SGS meets with ███████	
10/4/18	SGS t/c with Lea Aune and ███████	
10/4/18	SGS meets with ███████	
10/8/18	CM and SGS met with ███████	CM and SGS met with ███████. SGS told ███████ that there may be more going on that the EO office may want to look into ███████ was comfortable with that.

		SGS told ▮▮▮▮▮ that ▮▮▮ was placed on administrative leave (paid) and will be on admin leave until the situation is better understood. ▮▮▮ expressed relief knowing that ▮▮▮ was on admin leave.
10/8/18	CM phone call to ▮▮▮▮▮	CM phone call to ▮▮▮▮▮ - no answer, CM left VM on ▮▮▮ desk phone asking her to call back.
10/8/18	CM phone call to ▮▮▮▮▮	CM phone call to ▮▮▮▮▮ - no answer, CM left VM at number listed on Simplicity asking ▮▮▮ to call CM back. ▮▮▮▮
10/8/18	CM met with ▮▮	
10/9/18	CM met with ▮▮	
Sue spoke with ▮▮▮ don't know what date		
10/16/18	CM updated SGS	CM updated SGS on conversations with ▮▮▮ and ▮▮▮ SGS asked for clarification of part of CM's notes from conversation with ▮▮▮ CM was unsure so she was going to contact ▮▮▮ clarify
10/16/18	CM phone call to ▮	CM phone call with ▮▮ to clarify information provided during her meeting with the EO office on 10/11/18.
10/19/18	CM phone call to ▮	CM phone call to ▮▮ to ask to meet in the EO office. Meeting scheduled with SGS and CM for 10:00 am on 10/22/18
10/19/18	CM phone call to ▮	CM phone call to ▮▮ to schedule a time for ▮▮ to come meet with CM and SGS at the EO office. No answer- CM was unable to leave a VM because the mailbox was full.
10/19/18	CM email to ▮▮	CM emailed to ▮▮ to schedule a meeting on Monday the 22nd of October. ▮▮ and CM emailed back and forth a number of times trying to settle on a time that would work for everyone. At the end of the day, 10/19/18, no time had been settled on.
10/22/18		RFA Converted to ▮▮▮▮▮